

22 November 1954

MEMORANDUM FOR: Mr. George G. Carey, Assistant Director
for Operations

SUBJECT: Desired Briefing Material

1. In addition to the manual I have received outlining the functions of the various offices visited, I would appreciate the following:

a. A brief, uniform breakdown of each office, to include a description of the duties of every division and branch thereof. As well as a functional description, the authority and justification for each office, division and branch would be desirable.

b. A numerical notation, broken into professional and clerical figures, of the actual on-board count of personnel in each office, division and branch.

c. A statement concerning the budget of each office and division, where applicable.

d. A listing of all publications, digests or manuals produced by each office, division or branch, to include frequency of publications, distribution, quantity and a brief description of the purpose therefor.

2. The above will materially help me in my review of the offices visited.

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released to National Archives
under the HISTORICAL REVIEW PROGRAM.

Date 5/5/92 HRP 89-2

/s/

Eugene L. Miller, Colonel, USA(Ret.)
Task Force on Intelligence Activities

1- No Action in RHP unless requested by G.C.
2- we will get a sample format from Carey and
to our file and in RHP & CC/P.

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